

October 13, 2017

MEMORANDUM

TO: University Faculty and Professional Research Staff
Emeritus Faculty (Huntsville area)

FROM: Christine Curtis, Provost & Executive Vice President for Academic Affairs
Brent Wren, University Marshall, and Associate Provost

RE: **December Commencement - Sunday, December 10, 2017, 2:00 P. M. Propst
Arena Von Braun Center**

We would like to encourage all faculty and professional research staff to attend the **December 2017 Commencement Ceremony on Sunday December 10, 2017, at 2:00 p.m. in the Propst Arena Von Braun Center.** This is an important day in the life of our students because it celebrates their hard work and achievement of an academic milestone in their lives. Full participation by the university community greatly contributes to the special meaning of the commencement ceremony for the graduates, their family, and friends.

- All undergraduates and master's degree students will receive their diplomas and the DNP and PhD students will be hooded as part of the ceremonies.
 - Stanton J. Rowe, will be the December 2017 Commencement Speaker.
- There will be a reception immediately following the ceremony in the East Hall of the Von Braun Center. Tables will be set up in the East Hall with a gonfalon on each table identifying the college. Please make your way to the appropriate table after the ceremony to meet with your students and their families.
- We request all faculty **to attend the Sunday, December 10, 2017, ceremonies.** Please **let us know** of your plans to attend the commencement ceremony **by returning the attached form to the Office of the Provost, SSB 303 by Monday, November 13, 2017, or you may email Peggy Bower at bowerp@email.uah.edu.** Your prompt reply will greatly assist us in planning the processional and seating arrangements. If your plans change subsequently, please let us know immediately so that we may make the appropriate arrangements.
- There will be signage and staff to direct you on the day of the event.
- Parking for the faculty will be in the Von Braun Center Parking Lots. Please enter these parking facilities at the designated locations. Peggy Bower will have a parking pass for you in our office that you may pick up or request from her no later than November 28.

December 10, 2017



Office of the Provost

- The faculty and research staff assembly area will be in the **East Hall** of the Von Braun Center. This hall is located on the right side of the arena near the ticket offices. You may enter the building from the front entrance closest to the East Hall or from the South Hall Parking at the Skate Entrance directly across from the Embassy Suites Fountain. Staff will be present to direct you to East Hall.
- You are requested to be at the assembly area by **12:30 PM on Sunday, December 10**. Please do your best to be in the assembly area promptly as the line up takes some time. Searches will be done by the VBC, their rules. A list of prohibited items is provided. Further instructions will be given in the assembly area on December 10.
- The faculty marshals and staff will be present to help coordinate the processional. You will march in double file for the processional, and the marching order will be: Emeritus Faculty, Distinguished Professors, Professors, Associate Professors, Assistant Professors, Instructors, Lecturers, and Research Staff, by rank and date of appointment, promotion or retirement. The recessional will be the same order, in double file from the middle isle. The faculty marshals and staff will lead the processional and assist you with seating.
- We advise you not to leave valuables in the assembly area; instead, please leave them at home or lock them in your car. We are not able to adequately assure the safety of items left in the robing area.
- As you know, correct academic protocol requires that a cap be worn throughout the ceremony, except that men will remove their caps during the invocation and benediction. Please follow Dr. Brent Wren's lead in removing and replacing caps.
- Faculty who need to rent or purchase regalia should check with the Bookstore immediately. Those who have placed an order should also check with the Bookstore to determine when the order will be available for pick-up (824-6604).
- If you have any questions, please call Peggy Bower at 824-6337 or email her at bowerp@email.uah.edu. We look forward to your attendance at this celebration.

Enclosures:

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**COMMENCEMENT December 2017
SCHEDULE OF EVENTS**

10 December, 2017 - 2:00 PM

Sunday, December 10

1:00 PM Assembly of Faculty, East Hall Von Braun Center

**2:00 PM Commencement Ceremony, Propst Arena Von
Braun Center**

**Immediately Following Ceremony--Reception in East Hall
Von Braun Center**

December 10, 2017



Office of the Provost

PLEASE COMPLETE AND RETURN BY November 17, 2017 TO:

Peggy Bower
The Office of the Provost
Student Services Building Room 303
Or Email Peggy Bower at bowerp@email.uah.edu

_____ I will participate in the Sunday 2:00 P.M. academic ceremonies at Commencement
 (in Academic Regalia).

NAME _____
 (Please print or type)

CURRENT RANK/TITLE _____

ACADEMIC DEPARTMENT/RESEARCH CENTER _____